



BOARD OF DIRECTORS
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
33540 Loop Rd., P.O. Box 247, Kirkwood, CA 95646
Telephone (209) 258-4444

REGULAR MEETING OF THE BOARD OF DIRECTORS
Saturday, October 10, 2020 – 8:00 AM

BOARD MEETING MINUTES

Robert Epstein, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Eric Richert, President

Standish O'Grady, Treasurer
Bertrand Perroud, Assistant Secretary

Due to mandates by the Governor and the Alpine and Amador County Health Officers to shelter in place and guidance from the CDC to minimize the spread of COVID-19, this meeting took place via video/teleconference.

1. CALL TO ORDER

President Richert

Determining a quorum present, President Richert called the meeting to order at 8:00 am.

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present via Zoom: President Richert, Directors Epstein, Dornbrook, Perroud, and O'Grady

Staff Present via Zoom: General Manager Erik Christeson, Assistant General Manager Ansel, Administrative Manager Kelly McBride, Operations Manager Benson

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public, stating if members of the public want to make a comment they can use the raise your hand function on Zoom.

4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

Director Perroud requested to discuss the Regular Meeting Minutes of September 12, 2020.

5. COMMENTS FROM THE AUDIENCE

None

6. ADOPTION OF CONSENT CALENDAR

- a. **Regular Board Meeting Minutes: September 12, 2020**
Approve September 12, 2020 Regular Board Meeting Minutes
- b. **Current Consent for Claims**
Approve Current Consent for Claims
- c. **Receivables / Shut Offs Report**
Review Receivables /Shut Offs Report

Director Epstein motioned to adopt Consent Calendar Items 6b. Current Consent for Claims and 6c. Receivables/Shut Offs Report as presented. Director O'Grady seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Dornbrook, Perroud, and O'Grady
 NOES: None
 ABSENT: None
 ABSTAINING: None

7. CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION / ACTION:

Directors noted that Regular Meeting Minutes of September 12, 2020, Item 8k. Propane/Electric Meter Protection expounded on Board direction and did not include the Motion/Second/Action by the Board.

Corrected Regular Meeting Minutes of September 12, 2020 will be brought back before the Board for consideration and approval at the Regular meeting of the Board of Directors taking place on November 14, 2020.

8. ITEMS FOR BOARD ACTION

- a. Finances. Discussion and possible action regarding the District's financials. *Administrative Manager McBride*

- i. August Financials. Administrative Manager McBride presented the Consolidated Balance Sheet, noting total operating cash is up from plan. Revenue Account by Fund was presented noting Snow Removal fund is negative but is expected to become positive once snow removal contract payments are received. Combined Income Statement was presented noting August revenues are up from plan and year-to-date revenues are down from plan. Income Statements for each department were presented.
- ii. September Preliminaries.
- iii. Cash Flow. Cash Flow for the month of September ended better than plan.
- iv. Budget Variance Tracking. Known Budget Variances for Fiscal Year 2021 were updated.

- b. Communications Policy 720. Discussion and possible action.

General Manager Christeson presented draft Communications Policy 720. Discussion ensued. President Richert requested clarification regarding written communications (e.g. communications from members of the community to Board members and/or the District) be added to the draft policy and reviewed by the Communications Committee. The revised draft Communications Policy 720 will be reviewed by the Communications Committee prior to Board consideration.

- c. Performance Reporting and Aquifer Levels. Update. *Operations Manager Benson*

Operations Manager Benson presented Performance Reporting and Aquifer Levels for the month of September for each department. Discussion ensued.

- d. Chipping 2021-22 Planning/Funding. Discussion and possible action. *Assistant General Manager Ansel*

Assistant General Manager Ansel detailed the background and funding sources of the Chipping Program. Discussion ensued. Increased demand for wood chipping in Kirkwood throughout the summer has put a strain on District resources. The Finance Committee will consider new funding sources for the Chipping program.

- e. **Continuing Declaration of Emergency Work Under Resolution 20-09 Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and Other Work.** Update. *General Manager Christeson*

General Manager Christeson provided an update on progress of emergency repair work to the ammonia injection system at the District Powerhouse. Staff recommends that the Board affirm, by no less than a 4/5ths vote, that the emergency declared under Resolution 20-09 Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and Other Work, still exists and that Resolution 20-09 is still in effect. Discussion ensued.

Director O'Grady motioned to affirm that the emergency declared under Resolution 20-09 Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and Other Work, still exists and Resolution 20-09 is still in effect. Director Dornbrook seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Dornbrook, Perroud, and O'Grady

NOES: None

ABSENT: None

ABSTAINING: None

9. GENERAL MANAGER'S REPORT

General Manager Christeson

General Manager Christeson reported on:

- State Water Board Notice of Violation on Wells 4 and 5 for exceeding Manganese limits.
- Progress on electric and propane meter protection inspections.

10. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- Update on the Emergency Repair Work and ammonia spill cleanup at the Powerhouse.
- Winter preparations.

11. STANDING COMMITTEE REPORT

a. Finance Committee

Did not meet.

b. Planning Committee

Did not meet.

c. Communications Committee

Director Epstein reported on Committee discussions regarding:

- 2020 Customer Satisfaction Survey results.
- Renewable Electricity and Propane Offset Program.
- Customer communications regarding Snow Removal.

d. Operations Committee

Director Dornbrook reported on committee discussions regarding hazardous tree removal along the Out-Valley Line. General Manager Christeson provided a progress update on the hazardous tree removal.

e. **Personnel Committee**

President Richert reported on Committee discussions regarding Employee Performance Evaluations to be discussed during Closed Session.

12. TEMPORARY ADVISORY COMMITTEE REPORT

a) **Playground**

General Manager Christeson provided an update on progress of the Playground construction.

13. GENERAL DISCUSSION

Director Perroud commented regarding Electric Base Rate fees.

Director O'Grady requested Electric Base Rate fees be an Agenda Item for discussion at the next Finance Committee meeting.

Director O'Grady commented regarding community-wide email communications.

14. CLOSED SESSION

The meeting adjourned to Closed Session at 9:45am

a) **Significant exposure to litigation pursuant to § 54956.9(d) involving one potential case.**

No action taken.

b) **Public Employee Performance Evaluation – All Employee, pursuant to §54957.**

No action taken.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:30am.

(The next Regular Board Meeting is Saturday, November 14, 2020 at 8:00am)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District